



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2010-20

June 4, 2010

Open To: All Interested persons
Position: Procurement Clerk FSN-806-06
Opening Date: Immediate
Closing Date: June 21, 2010
Work Hours: Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of Procurement Clerk (FSN-6).

BASIC FUNCTION OF POSITION:

Incumbent is responsible for all local procurement actions of all specialized tools, automotive parts, fuel supplies, office equipment and parts, and routine commercially-available off the shelf purchases as well as non-commercial services. Incumbent is responsible for following all appropriate Department guidance in the execution of post's procurement program and is under supervision of the Procurement Supervisor..

MAJOR DUTIES AND RESPONSIBILITIES

- On the basis of approved requests, undertakes local procurements of all types of items, especially off-the-shelf stock items.
- Receives procurement requests for various materials and reviews requests for completeness and presence of necessary technical information conferring with the requestor if necessary.
- Obtains technical specifications, estimates probable cost and identifies financial accounts to which purchase is to be charged.
- Ascertains probable sources of supply and requests bids or quotations by telephone, e-mail, correspondence (RFQ/Request for quote) and advertisement.
- Prepares the purchases orders and BPA order or purchases out of petty cash as it applies and collects all the items purchased locally from vendors and deliver them to post.
- Follows up on the local purchases and controls purchase order files. Follows up the projects/contracts.
- Prepares the memo of payments when the receiving reports are ready. Follow up the payments of local contractors.
- Administrates the BPAs for hardware, fuel supplies and mobile phone services (placing orders, sending memo of payments and keep updated database of all the orders made under the BPAs).
- Renews the local subscriptions on time (TV, Newspaper and Internet for Post and all agencies at Post.)
- Responsible for the opening, maintaining, and closing all local procurement files.
- May be called upon at any time to trace outstanding orders or pursue queries or changes needed on such orders.
- Assist with any other tasks as requested by the supervisors, this includes but is not limited to participation in Post events preparation, quality control over printing and other non-maintenance services procured on the local market.
- Assist the Purchasing Agent as needed. (S/FPDS Reports/spreadsheets to submit, etc.).

- Backs up the Purchasing Agent during her absence or when on leave.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education - Two years of university studies in Logistics or in Accounting, or in Business Administration, or in Commercial Law completed is required.

Prior Work Experience - Two years procurement experience or related work field required.

Post Entry Training – On the job training by the purchasing Supervisor and the GSO. Attendance at A/OPE Conferences and training seminars as available.

Language Proficiency - Ability to speak and read English Level III, Kirundi and French at Level IV and Swahili at Level II is required.

Knowledge – A working knowledge of State Department procurement regulations and of FAR. Must have a good knowledge of the local market place, practices and vendors.

Skills and Abilities - Level II typing (40 WPM). Ability to create and manage Excel spreadsheets required. Excellent communication skills and tact for dealing with embassy staff and vendors. Attention to detail critical.

POSITION ELEMENTS

Supervision Received- Works under direct supervision of the Purchasing Supervisor. All purchase orders must be signed by the Contracting Officer.

Available Guidelines - DOSAR, FAM, FAR, Administrative Procedures and Policies.

Exercise of Judgment - Makes recommendations as to product selection, taking into consideration price, quality, and value. Must be able to decide on probable vendors when searching for product pricing information.

Nature, Level and Purpose of Contacts - Maintains contacts with local vendors. Must maintain up-to-date market data relative to suppliers and prices. May contact all level of local employees, in conjunction with their local procurement needs, incumbent may have similar contact with American staff members. Contacts employees and occasionally managers of all local vendors during procurement activities.

Time Required to Perform Full Range of Duties after Entry into the Position – Six months.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: June 21, 2010 at 5:30 pm.

SUBMIT APPLICATION TO:
Human Resources Office
American Embassy Bujumbura
Avenue des Etats-Unis
B.P 1720 Bujumbura
Ref.: Position Title

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. Not Ordinarily Resident (NOR) – An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (OR, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.